

**The City's Permit Office** is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Building and Zoning staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526.**



**Julio Vázquez Sr**  
Commissioner of  
Community Development

## City of Rochester

Department of Community Development  
Bureau of Buildings and Zoning  
City Hall, Room 121B  
30 Church Street  
Rochester, New York 14614



**Robert J. Duffy, Mayor**  
City of Rochester, NY



**City of Rochester, New York**

Dept. of Community Development  
Bureau of Buildings and Zoning

## Obtaining a Demolition Permit



How to  
Make the  
Process Go  
Smoothly.



## 1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.
- Provide a project description including size, current use and proposed use of vacant land.
- Owner's signature is required.
- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office.

## 2 Follow Through with Application Requirements:

- Ensure final inspection after completion.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

## 3 Supply Additional Submissions:

- Provide photographs.
- Provide a debris disposal plan.
- Provide a performance bond, cashier's check, or letter of credit equal to 100% of the contract price or 100% of the demolition cost.
- Provide liability insurance.
- Provide site plan and asbestos survey.
- Provide rodent control certificate.
- Provide redevelopment plans (if applicable.)

## 4 Pay the Required Fees:

- |  |                 |
|--|-----------------|
| • Accessory building                                     | <b>\$50.00</b>  |
| • Wood frame structure (1-3 stories)                     | <b>\$150.00</b> |
| • All other structures—5,000 sq. ft. or less             | <b>\$300.00</b> |
| • Plus <b>\$135.00</b> for each additional 5,000 sq. ft. |                 |

### Helpful Information:

- All debris accumulated during the demolition shall be contained on the site. All debris shall be disposed of legally via dumpster or curbside removal. A letter from the Department of Environmental Services Operations Division will be required for curbside removal.
- A permit from the Department of Environmental Services Permit Office is required for water abandonment, dust control and street barricades (if applicable.)

- State Environmental Quality Review (SEQR) is required for all demolitions other than accessory structures. Applications are available in the City of Rochester Permit office.
- Lots to remain vacant must be graded, seeded and posted to prevent access. Curb replacements may also be required.
- If future development is proposed, the permit may be held for further review.
- Demolition of a designated building of historic value is not permitted. If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board. Call **428-7043** for more information.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

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9:00 am – 4:45 pm

**Questions? Call 311**

**[www.cityofrochester.gov](http://www.cityofrochester.gov)**